



### **SFA Personnel Transition Approach**

**November 20, 2000**

#### **Process Flows and Procedure Steps for Redeployment of Impacted Personnel**

The Redeployment Process Flows and Procedure Steps outline the approach that SFA will use to enable employees to take advantage of career opportunities created through SFA's transformation.

#### **Process, Template and Communication to Collect Resource Needs**

The "resource needs" process flow, template and communication materials were created to support SFA Human Resources in collecting special project resource needs and full time career opportunities that SFA leadership envisions creating as a result of transformation. Through the collection of this data, SFA will be better positioned to match impacted employees with available career opportunities that meet individual skill sets and interests.

#### **Redeployment Communications (for use by General Managers)**

The Redeployment Communication materials outline the major, initial communication steps and sample communication messages to be delivered by General Managers to impacted employees.

#### **Options for Providing Career Counseling to Impacted Employees**

The Outplacement (Career Transition) Services Rough Order of Magnitude document summarizes various outsourcing options for SFA to consider when selecting a contractor to create SFA's Career Counseling Office. Based on the research conducted, SFA is further exploring the services of Resource Consultants, Inc.